

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1708

FLSA: Non-Exempt

CLASSIFICATION TITLE: PLANNING TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide technical support to City planning personnel and the public, process zoning applications, provide information/assistance on planning/zoning issues, prepare black line and zoning maps, and process related documentation.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs customer service functions; provides general information and technical assistance regarding zoning, planning, development, building, property use, subdivision, abandonment, or related issues, procedures, fees, forms, or other issues; dispenses forms; provides demographic information; responds to routine questions, complaints or requests for service; initiates problem resolution.

Receives/processes incoming zoning applications, building permits, and historic zoning applications; reviews/evaluates applications for completeness, accuracy, presence of support documents, and conformance to City master plan and applicable ordinances/regulations; receives application fees and other fees; establishes new application files; researches and field checks applications; consults with applicants regarding proper zone areas; locates sites on specific zoning maps; gathers/checks deeds and site plans; prints tax assessor information on relating parcels; inputs meeting dates, case numbers, and other data into procedures booklet; coordinates/processes department responses to applications and advises applicants; prepares application packages for review.

Prepares black-line, zoning, and other maps for planning commission, legislative bodies, staff members, and members of the zoning review committee; locates site to be rezoned; completes application; assigns and distributes street addresses; makes copies of maps and blueprints; prepares labels on maps for pertinent information and sites; reviews and updates maps as required; maintains all reference maps for departmental and City use.

Takes photographs of zoning maps, cases, and special shots; develops film and processes photographs; labels pertinent information; maintains organized and

complete records of all photographs; field checks zoning cases in assigned planning district.

Maintains and updates City address system; assigns house numbers and street addresses; records numbers and addresses to prevent duplication; coordinates with Emergency 911 on current address system; handles complaints and provides information; conducts area case studies when necessary.

Prepares, composes, and/or completes various forms, reports, correspondence, or other documents; reviews for accuracy and completeness; copies and/or faxes documentation; maintains departmental files/records for future reference.

Processes a variety of documentation associated with department activities; researches, compiles, and interprets City ordinances and regulations; updates zoning regulations upon enactment of new amendments; researches maps, records, reports and files; compiles data and organizes/maintains lists, files, maps, plats, and documentation; analyzes various data required for planning and zoning such as census information; drafts, edits, proofreads, and reproduces maps, plats, and graphics; reviews deed and legal survey descriptions for accuracy; processes/transmits notices including abandonment; monitors/processes information during annexation or zoning processes.

Refers to state/local ordinances/regulations for compliance of plans and departmental activities; maintains updated ordinance/resolution books.

Provides support for planning meetings; prepares meeting agendas; coordinates meeting locations, notices, documentation, and materials; assembles meeting packets; prepares meeting presentations including visual aids and documents; attends/records public hearings and meetings as required.

Reviews videotapes and slides for all planning meetings; prepares case order list agenda and/or separate list of cases for various meetings; places slides into agenda order and submits to supervisor for use; sets up and operates presentation equipment.

Communicates effectively with other City departments, City officials, outside agencies, census agencies, consultants, and the general public; answers questions and provides information; coordinates information and activities; resolves problems and mediates disputes which arise.

Assists management where necessary with zoning, subdivisions, case files and other planning related issues as needed; assists with special projects and research as needed.

Attends meetings, seminars, workshops and training classes to keep apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other City staff.

ADDITIONAL FUNCTIONS

Performs general clerical tasks in support of department operations, which may include answering phones, typing correspondence, copying documents, preparing outgoing mail, scheduling meetings/activities, sending/receiving faxes, filing records, binding documentation.

Conducts various errands as needed, such as picking up or delivering documentation.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in planning, drafting, or related area; supplemented by one (1) year previous experience and/or training involving planning, drafting, or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.